

# Reno City Planning Commission



## DRAFT MINUTES

Wednesday, June 4, 2014 ~ 6:00 p.m.

Reno City Hall – City Council Chambers

One East First Street, Reno, Nevada

## MEMBERS

Doug Coffman, Chair  
Dagny Stapleton  
Paul Olivas  
Charles Reno  
Kathleen Taylor  
Kevin Weiske  
Jason Woosley

### **I. PLEDGE OF ALLEGIANCE**

Chairperson Coffman led the Pledge of Allegiance.

### **II. ROLL CALL**

Chairperson Coffman called the meeting to order at 6:00 p.m. A quorum was established.

**PRESENT:** Doug Coffman, Dagny Stapleton, Paul Olivas, Charles Reno, Kathleen Taylor, Kevin Weiske, and Jason Woosley

**ABSENT:** none

Jonathan Shipman – Deputy City Attorney, was also present.

### **III. PUBLIC COMMENT - This item is for either general public comment or for public comment on an action item. If commenting on an action item, please place the Agenda Item number on the Request to Speak form.**

Lisa Hill, Washoe County Food Policy Council, stated, since their presentation to the Planning Commission, their Council members have reached out individually to City Council members regarding food planning goals. Results have been positive. They have also participated in “Think Reno” activities. They have formed a work group to review Master Plan food planning goals and possible interim ordinances that could strengthen the Urban Farm Ordinance. They were requesting their council be involved in any Master Plan effort and to work with the Commission in August on interim ordinances that would strengthen the local food system and for those recommendations to be presented before the new City Council members take office.

Fred Turnier, Community Development Director, stated Neighborhood Advisory Board (NAB) meetings were discontinued a few months ago and will not be held during the next fiscal year. He wanted to re-emphasize the Planning Commission can call for a neighborhood meeting if the Commission feels a project was brought before them that warrants being presented to the public.

### **IV. APPROVAL OF MINUTES OF MAY 7, 2014 REGULAR MEETING (For Possible Action)**

*It was moved by Commissioner Woosley, seconded by Commissioner Weiske, to approve the May 7, 2014 regular meeting minutes. The motion carried by a vote of 7-0.*

**V. CITY COUNCIL LIAISON REPORTS**

There was no City Council Liaison report.

**VI. ELECTION OF OFFICERS TO BE EFFECTIVE JULY 9, 2014 (For Possible Action)**

*It was moved by Commissioner Weiske, seconded by Commissioner Reno, to nominate Commissioner Stapleton as Planning Commission Chair. The motion carried by a vote of 7-0.*

*It was moved by Commissioner Stapleton, seconded by Commissioner Woosley, to nominate Commissioner Weiske as Planning Commission Vice-Chair. The motion carried by a vote of 7-0.*

**VII. DEMONSTRATION AND DISCUSSION ON RENO HISTORICAL, A MOBILE PHONE APPLICATION (APP)**

Alicia Barber, Reno Historical Resources Commission, explained the app and accompanying website were to provide accurate information regarding Reno's history. She provided a demonstration of the app and the website. She stated it was map and story-based on site. Currently, there are eighty sites. Video and audio were also available. Thematic tours were also available.

Commissioner Stapleton asked how the app would be funded in the future for growth and about the capacity for adding sites. Ms. Barber stated the information is housed in special collections at the University of Nevada, who agreed to be the administrative home, so there could be a non-profit to secure grants. In the future, they would be reaching out to other agencies for stories for expansion.

**VIII. DISCUSSION AND POSSIBLE ACTION ON THE INITIATION OF MASTER PLAN AMENDMENTS IN GENERAL AND SPECIFICALLY FOR CASE NO. LDC14-00038 (JLN TRUST PROPERTY MASTER PLAN AMENDMENT) (For Possible Action)**

Claudia Hanson, Planning Manager, explained the City of Reno is the applicant for any amendment requests to the Master Plan made by a developer or the general public. The Planning Commission can also request additional amendments. An initiation process for Master Plan amendments will be presented quarterly, per State law. The Staff Report will be different because amendments should be reviewed to determine how each change will affect the entire Master Plan. NRS requires a noticed, neighborhood meeting be held for every Master Plan amendment. Staff will provide assistance to the applicant to ensure these meetings are noticed properly and held. The public hearing will be held by the Planning Commission after the neighborhood meeting, followed by a public hearing with the City Council, and then forwarded to Regional Planning for conformance review.

Nathan Gilbert, Associate Planner, stated, on May 5, 2014, one amendment request was received to change a northern parcel from the current, Single-Family Residential land use designation to mixed residential and for the lower three parcels to be changed from the current Special Planning Area designation to Single-Family Residential designation. Modifications of the site's land use designations may be appropriate in the area given the site's location on the perimeter of the South McCarran Loop, with environmentally sensitive land that may warrant enhanced Master Plan analysis. The site features two major drainage ways and significant wildlife and wild land fire issues.

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Staff recommends the Planning Commission initiate a Master Plan amendment in the area to analyze the applicant's request and other possible appropriate land use designations for the area.

At this time, Chairperson Coffman opened discussion to public comment.

Lori Wray commented she was in favor of the amendment because of the opportunity for additional open space and trails.

Seeing and hearing no additional public comment requests, Chairperson Coffman closed public comment.

In response to Commissioner Weiske's comment that the Commission did not receive sufficient information to make a decision and his request to know the procedure for the Commission to receive sufficient information regarding the parcel and community input, Claudia Hanson, Planning Manager, explained the Planning Commission was only determining if the amendment request warrants moving forward to begin the review process and that amendment requests can be made by the public on a quarterly basis, per State law.

Commissioner Stapleton commented the Planning Commission is the keeper of the Master Plan, per NRS and that this new process is an opportunity for the Planning Commission to review larger impacts to the Master Plan. She asked if this was only the initiation to move the process forward and not approval of the actual change.

Claudia Hanson, Planning Manager, replied correct.

Commissioner Stapleton asked if requests can be taken only four times a year or whenever anyone applies.

Claudia Hanson, Planning Manager, stated, by State law, it can only be done four times a year.

Commissioner Stapleton asked if the Commission can request a neighborhood meeting during the initiation, if the request is determined to have a large impact.

Claudia Hanson, Planning Manager, stated, by State law, neighborhood meetings are required for Master Plan amendments by the applicant. The City has not been involved until now.

Commissioner Stapleton asked how this process will impact the update to the Master Plan discussed by the Planning Commission during previous meetings.

Claudia Hanson, Planning Manager, stated the update will still occur.

Commissioner Woosley asked if, at this point, this would be a chance for the Planning Commission to say the amendment was appropriate for the area.

Claudia Hanson, Planning Manager, stated the Planning Commission was deciding to move forward with the analysis and to request staff to analyze other areas impacted by the request.

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Commissioner Stapleton asked for clarification that staff will complete additional analysis on how this request will impact other elements of the Master Plan.

Claudia Hanson, Planning Manager, clarified staff will analyze this specific request and how it relates to each element of the Master Plan. Staff will not analyze any other request if it is a different designation or a change to other elements.

Commissioner Reno asked if the request stops if the Planning Commission decides not to initiate moving forward with the request.

Claudia Hanson, Planning Manager, stated the request will move forward irregardless of the decision of the Planning Commission. This was to provide the Planning Commission the opportunity to request a broader review.

In response to Commissioner Weiske's concerns that an area may be left out of the review process and that the process will not allow a second review, Nathan Gilbert, Associate Planner, stated staff's recommendation was to allow staff to make suggestions with regards to other possible appropriate land use designations for the site.

Chairperson Coffman asked about the recourse, for the applicant, if a request was brought before the Planning Commission, but the request to initiate was denied.

Claudia Hanson, Planning Manager, stated the request would move through the process anyway, but the presentation would give the Commission the opportunity to request a broader analysis of the area.

In response to Commissioner Stapleton's questions, Nathan Gilbert, Associate Planner, reviewed the requested changes and current densities. He clarified staff requested SPA for the entire area and the applicant requested mixed residential. Staff's request to the Planning Commission was to direct staff to suggestions for other possible land use designations.

Commissioner Reno requested staff analyze traffic impacts near the McCarran loop.

Commissioner Weiske commented he would be in favor of recommending initiation of this request, but it may be problematic determining if all aspects that need to be reviewed during the initiation process were binding.

Commissioner Stapleton stated she agreed with Commissioner Weiske's comments. She asked if there was a Neighborhood Plan in place in the Master Plan for this area.

Claudia Hanson, Planning Manager, replied no.

Commissioner Stapleton recommended staff review an SPA or PUD and trails and open space, including topography and drainageways for this area.

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Fred Turnier, Community Development Director, noted the properties are within the Truckee Meadows Service Area and those aspects will be reviewed at the Master Plan level.

Commissioner Weiske suggested considering a regional park.

Commissioner Reno noted a regional park is proposed for Mayberry and McCarran.

*It was moved by Commissioner Stapleton, seconded by Commissioner Weiske, to initiate the proposed amendment for LDC14-00038 (JLN Trust Property Master Plan Amendment) with direction to staff to review options for a change in the Master Plan that include not only the applicant's desired changes, but also possible options for open space and trails, SPA, issues related to topography and drainage and an analysis of land use designations related to regional parks and transportation. The motion carried by a vote of 7-0.*

**IX. PUBLIC HEARINGS - Any person who has chosen to provide his or her public comment when a Public Hearing is heard will need to so indicate on the Request to Speak form provided to the Secretary. Alternatively, you may provide your comment when Item III, Public Comment, is heard at the beginning of this meeting.**

1. LDC14-00027 (Heart to Hand School Reactor Way Zone Change) – This is a request for a zoning map amendment from NC (Neighborhood Commercial) to PF (Public Facility) on +/-1.3 acres. The subject site is located at the south terminus of Reactor Way (565 Reactor Way) in the Urban Residential/Commercial Master Plan land use designation. njg [Ward 3] **(For Possible Action – Recommendation to City Council)**

Commissioner Weiske disclosed his employer worked with the applicant a year ago on another project. He asked if he needed to recuse himself from this item.

Jonathan Shipman, Deputy City Attorney, stated Commissioner Weiske was free to vote on this item.

Derek Wilson, Rubicon Design Group, presented the request. He stated the plan was to establish a primary school on the site. The site is currently operating as a daycare facility. Public Facility would be generally more compatible with surrounding zoning than current zoning. They agree with the information in the staff report.

Nathan Gilbert, Associate Planner, stated staff concurs with the applicant's presentation and can make all of the applicable findings. One general inquiry was received. No other correspondence was received.

Commissioners Weiske, Olivas, Stapleton, Reno, Woosley, and Chairperson Coffman disclosed they visited the site.

At this time, Chairperson Coffman opened discussion to public comment. Hearing and seeing no public comment requests, Chairperson Coffman closed public comment.

Commissioner Stapleton asked if Code lists a plan for an increase in pick ups and drop offs.

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Nathan Gilbert, Associate Planner, stated there would have to be a plan that would need to be approved by the Engineering Staff for a change of use to a primary school.

Derek Wilson added the school was approved for a total of 165 students. The two proposed driveways are not primary driveways of adjoining properties, but are secondary driveways to be used as overflow parking for other uses.

*It was moved by Commissioner Woosley, seconded by Commissioner Taylor, to recommend approval of the zoning map amendment request for LDC14-00027 (Heart to Hand School Reactor Way Zone Change) based on compliance with applicable findings. Commissioner Woosley stated he could make all of the findings. The motion carried by a vote of 7-0.*

2. LDC14-00035 (Life Church Zone Change) – This is a request for a zoning map amendment from LLR2.5 (Large Lot Residential 2.5 acres) to SF15 (Single Family Residential – 15,000 square feet) on +/-7/3 acres. The subject site is located east of the intersection of Yee Haw Way and Desert Way in the Single Family Residential Master Plan land use designation and is within the Cooperative Planning Overlay zoning district. Njg [Ward 2] **(For Possible Action – Recommendation to City Council)**

Andy Durling, Wood Rodgers, presented the request. With presentation maps, Mr. Durling reviewed current zoning for the parcels and surrounding areas. He stated Life Church will request a special use permit in the future to develop a church campus on the property.

Nathan Gilbert, Associate Planner, stated staff concurred with the applicant's presentation and can make all of the applicable findings. Two letters of correspondence were received expressing concerns about potential church use. He clarified the zone change will only affect three of the four parcels owned by Life Church. SF-15 is consistent with the surrounding land use designations and appropriate for this area. Staff can make the findings and recommends approval of the request.

Commissioners Woosley, Reno, Stapleton, Olivas, Taylor, Weiske, and Chairperson Coffman disclosed they received several emails and visited the site.

At this time, Chairperson Coffman opened discussion to public comment.

Pete Dube stated he was concerned with the master plan on Life Church's website regarding the future campus that is being proposed for the site. He requested to know if a traffic study was a part of a zoning change amendment.

The following individuals were in opposition to the request, but did not wish to speak. Chairperson Coffman read their public comment forms:

Aida (no last name) – "We moved to our property seven years ago looking for quietness and avoiding traffic, in addition to paying for the views. We are now afraid that the L3 project will cause a lot of noise, traffic, and intrusiveness to the neighborhood; definitely against this project."

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Leslie Kilbride – “Do not want church to build due to noise, traffic, blocking views; our fence is on the property line.

Robin Tejada – “Concerned about the reason for the zone change. Have been on Life Church’s website and their future plans for this parcel is not single family homes.”

Harry and Lisa Schmid – “Concerned over the zoning change from LLR 2.5 to SF15. The Church’s website doesn’t indicate any homes, just a large commercial building that would sit on the resident zoned land.”

Seeing and hearing no additional public comment requests, Chairperson Coffman closed public comment.

Chairperson Coffman clarified the Planning Commission would only be reviewing a zoning change for three parcels.

Commissioner Weiske asked for clarification that the property to the west was not included in the zone change request.

Andy Durling clarified the church owns four total parcels. Associated with this zone change request are three parcels. He stated the SF-15 zoning matches the Master Plan and surrounding zoning designations. The special use permit in the future will address concerns. They will also work with residents in the area on concerns.

Commissioner Weiske commented he reviewed the spacing between the Damonte Ranch football field and the three parcels. He asked if these parcels were used as a buffer or space between more dense housing.

Nathan Gilbert, Associate Planner, stated the SF-15 zone was identified as being appropriate to space out transitions in similar instances.

Commissioner Weiske asked for confirmation that a proposed church in SF-15 zoning requires a special use permit.

Nathan Gilbert, Associate Planner, confirmed that is correct.

Commissioner Taylor asked if a traffic study would be included in a zoning change amendment.

Nathan Gilbert, Associate Planner, stated a traffic report would be required with a special use permit.

Bill Gall, Senior Civil Engineer, stated a traffic study can be required anytime a potential traffic issue is identified. In this case, Yee Haw Way and Rio Wrangler intersection has been identified as a potential traffic issue for some time and traffic reports have been required as development increases in the area.



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In response to Commissioner Reno's question, Claudia Hanson, Planning and Engineering Manager, stated any uses allowed in the residential zoning district by right would be allowed.

Commissioner Stapleton commented the zone change seems to be appropriate and compatible with surrounding zoning and uses. She stated she was concerned the definition of a church may be antiquated for the current trend. She asked if this was taken into consideration and if the definition of a church needs to be updated.

Nathan Gilbert, Associate Planner, stated a church, in whatever capacity, will require a special use permit and review by the Planning Commission.

Claudia Hanson, Planning Manager, reviewed the Code definition of a church. She stated the definition was very general and should remain general given the various churches throughout Reno.

Commissioner Stapleton suggested this use be assumed even with a special use permit in residential districts.

Commissioner Reno stated he would be in favor of the zone change because it seems reasonable based on its own merits and that future development of the site should be reviewed during the special use permit process.

Commissioner Weiske stated he agreed with Commissioner Reno's comments.

*It was moved by Commissioner Weiske, seconded by Commissioner Stapleton, to recommend approval of the zoning map amendment request for LDC14-00035 (Life Church Zone Change) based upon compliance with the applicable findings. Commissioner Weiske stated he could make all of the findings. Commissioner Stapleton stated she could make the findings. The motion carried by a vote of 7-0.*

### **X. TRUCKEE MEADOWS REGIONAL PLANNING LIAISON REPORT**

Commissioner Weiske stated a meeting was held last month. A presentation and discussion was held regarding future growth in areas of Washoe County. Another meeting will be held in July to elect officers.

### **XI. STAFF ANNOUNCEMENTS – 1. Report on status of Planning Division projects; 2. Announcement of upcoming training opportunities; 3. Report on status of responses to staff direction received at previous meetings; and 4. Report on actions taken by City Council on previous Planning Commission items.**

Claudia Hanson, Planning Manager, reported the ordinance for accessories solar facilities for residential adjacency was approved by City Council. The City Council continued the discussion on Medical Marijuana Establishments to the June 11, 2014 meeting. Some citations from NRS and clarification on definitions were received from special legal counsel, but the City Council did not feel the information was substantial enough to warrant another review by the Planning Commission.



**XII. COMMISSIONER'S SUGGESTIONS FOR FUTURE AGENDA ITEMS (For Possible Action)**

Commissioner Olivas requested a summary presentation or workshop on the Master Plan process.

Chairperson Coffman requested the Planning Commission be informed when neighborhood meetings are being held regarding Master Plan amendment initiations so Commissioners can attend.

Claudia Hanson, Planning Manager, stated Commissioners can be informed of neighborhood meetings and she would discuss with legal counsel on whether or not to recommend Commissioners attend those meetings.

Commissioner Stapleton requested more information regarding current Code definition of a church in relation to a change in the use. She stated her concern was not the nature of the use, but the intensity of the use and that, over time, the intensity has changed from neighborhood churches to more campus uses.

Jonathan Shipman, Deputy City Attorney, suggested also discussing the area of build out allowed.

**XIII. PUBLIC COMMENT – This public comment item is to allow the public to provide general public comment and not for comment on individual action items contained on this Agenda.**

Commissioner Stapleton thanked everyone for electing her as Planning Commission Chair.

**XIV. ADJOURNMENT (For Possible Action)**

There being no further business, the meeting adjourned at 7:54 p.m.